

ADMINISTRATIVE - INTERNAL USE ONLY

GUIDE FOR THE ADMINISTRATION OF FORMS MANAGEMENT

I. General

1. Forms Management is an integral part of the Agency's Records Administration Program.

Some of the objectives of Forms Management are to:

- a. Insure the need for each existing or proposed form.
 - b. Reduce the number of forms through consolidation and by eliminating obsolete ones.
 - c. Simplify and improve essential forms.
 - d. Distribute forms economically.
 - e. Devise procedures for forms use to provide maximum efficiency.
2. Responsibility for the administration of the Agency Forms Management Program is outlined in
 3. Records Officers are responsible for:
 - a. Designing or helping to design forms for component offices.
 - b. Seeing that supplies of forms are available.
 - c. Eliminating unnecessary forms.
 - d. Processing requirements for the reprinting of official forms.
 - e. Coordinating requests for new or revised forms with the Records Administration Staff.
 4. Records Officers should be familiar with the following:
 - a. Form 30, Request for Approval of Form.
 - b. Form 30a, Form Stock Replenishment Notice, Coordination and Approval Record.
 - c. Form 70, Printing Services Requisition.
 - d. Form 88, Requisition or Turn-In for Supplies and Equipment.
 - e. Form 1395, Loan and Purchase Request for Books, Documents and Periodicals.

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- f. Form 1490, Requisition or Turn-In for Administrative Supplies and Equipment.
 - g. Supply Catalog - Forms Printed*
(* Issued Periodically by Supply Division, Office of Logistics)
5. Definitions:
- a. Stock Forms - used by most agency offices; usually prescribed by regulation, notice, handbook or office procedure. Exception- in some instances used by only one office but quantity is so large the using office cannot house an adequate supply. Stock forms are available through the Agency Supply System. (See Section X, page 5).
 - b. Non-Stock Forms - used only by the initiating office and are stocked by that office.
 - c. Lead Time - minimum time required to get forms:

Printed in Agency - 21-45 days.
Printed outside Agency - 120 days.

II. Processing Request for New or Revised Agency Forms

1. Initiating Office:
- a. Complete Form 30 in duplicate.
 - b. Attach draft of proposed form to Form 30.
 - c. Prepare Form 70 for Non-Stock Forms to be printed in the Agency.
 - d. Prepare Form 88 for Non-Stock Forms to be printed outside the Agency.
 - e. Where practicable, attach copy of notice, handbook, regulation or office procedure prescribing use of form.
 - f. Send Form 30, Form 70 or Form 88 and attachments to Records Officer. (If new form is to be stocked, no Form 70 or Form 88 need be prepared).
2. Records Officer.
- a. Check Form 30 for completeness.
 - b. Review request.
 - c. Check for an existing form that will serve the purpose.

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- d. Send original of Form 30 and attachments to Records Administration Staff.
- e. File duplicate of Form 30 in pending file; place in suspense until new or revised form is completed and copy received; then file in active form file.
- f. Notify initiating office that supply of form is available.

III. Processing Requirements for Reprints of Approved Agency Stock Forms

1. Supply Division, Office of Logistics.
 - a. Prepare Form 30a and send to Records Officer.
2. Records Officer.
 - a. Determine continued need of form.
 - b. Determine proper quantity for at least 12 months supply.
 - c. Approve or rejects request.
 - d. Send approved Form 30a with copy of form attached to Printing Services Coordinator, Printing Services Division.
 - e. Send rejected Form 30a to Records Administration Staff.

IV. Processing Requirements for Reprints of Approved Non-Stock Agency Forms

1. Initiating Office.
 - a. Prepare Form 70 when form is printed in the Agency.
 - b. Prepare Form 88 when form is printed outside the Agency.
 - c. Send Form 70 or Form 88 to Component Records office.
2. Records Officer.
 - a. Send approved Form 70 or Form 88 with copy of form to Printing Services Division, GJ-56, Headquarters Building.

V. Processing Requests for other Agency Stock Forms

Procedure is the same as for reprints of Agency Stock Forms (See Section III) except that the approved Form 30a is sent to the Depot Stock Control Branch instead of the Printing Services Coordinator.

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1. Stock (unclassified) - Prepare Form 1490, listing forms needed and submit it to the Building Supply Office (BSO) in your building. In some cases these forms are available in GJ-56, self service area.

If there is no BSO in your building, prepare Form 1490 listing forms needed, and send it to the BSO in the Headquarters Building, Room GJ-26.

2. Stock (classified) - Prepare Form 1490, and submit it direct to the BSO in the Headquarters Building, Room GJ-26.
3. Non-Stock (classified and unclassified) - These forms are usually stored by the using office. If you need to know who is storing the forms, call your Records Officer.